

**City of Gunnison
Parks and Recreation
Internship Position Description**

Title: Recreation Intern (Summer 2014)

Position Description: The City of Gunnison Parks and Recreation Department is seeking a student intern to oversee the various recreation programs. Responsible for helping plan, implement, and run the various recreation programs and ensure children are safe, having fun, and enjoying the program. This position requires continual public interaction and communication with parents and participants.

Academic Requirement: Students will have the standing of Junior or Senior with a minimum grade point average of 2.000. Appropriate fields of study are: Recreation, Kinesiology or Elementary Education preferred (others may be considered on a case-by-case basis).

Experience Requirement: Hands-on experience working with children in a camp, school, or coaching environment.

Physical Requirement: It will be necessary to perform physical activities requiring continual walking, standing, and swimming as well as physical recreational activities such as running, jumping, climbing stairs, crawling, bending, and reaching. Ability to lift items up to 50 pounds on a frequent basis.

Technical Skills: Strong leadership, organizational and planning skills, good written and oral communications skills and demonstrated computer literacy required along with the ability to work with youth. Possession of First Aid and CPR certifications and a valid driver's license are required. Ability to communicate effectively with supervisors, parents of participants, children, and co-workers. Must be punctual and easy to contact by telephone.

Application Requirements: Submit a letter of interest, résumé, City of Gunnison application (available at: http://www.cityofgunnison-co.gov/Finance/human_resources/job_app.pdf), and a proposal to address the specific position. The proposal should include the objective(s) to be accomplished by the end of the internship; how it will be accomplished; and how achievement of the objective(s) will be measured. Application materials should be submitted to:

Tammy Shelafo
City of Gunnison Human Resources Technician
P.O. Box 239
201 West Virginia (second floor)
641-8248
tshelafo@cityofgunnison-co.gov

Application Deadline: Applications will be accepted until position is filled. Students will be required to meet WSCU internship requirements **prior** to submitting application to the City.

Credit Hours: Internships will be considered as laboratory courses, so the expectation is that the intern will spend 1,800 minutes (30 hours) on the project for each credit earned.

Salary: \$350 per credit hour up to 3 credits (\$1,050), upon successful completion of the project, with a grade of "C" or better.

This is a competitive process. The City of Gunnison staff will review proposals and evaluate them for relevance to serve the City's needs.